



**Local & Regional  
Europe**

**Application pack for the position of**

**Project Officer  
Advocacy & Partner Relations**

- Do you want to help strengthen the voice of Towns and Regions and their Associations, in decentralised cooperation and EU external policies?
- Do you want to embrace policy work in order to develop Platforma positions based on evidences from local realities?
- Do you want to be part of a collaborative team where your competencies will be highly useful?

... then becoming a **Project Officer – Advocacy & Partner Relations** at PLATFORMA may be your best choice: come work with us!

PLATFORMA is a pan-European coalition of local and regional governments and their representative associations, all active in decentralised cooperation. The lead partner is the Council of European Municipalities and Regions (CEMR).

### Your mission

You will be mainly responsible for the policy and advocacy activities of the project and the monitoring of partners' activities, in close collaboration with PLATFORMA colleagues. You will report directly to the Director of PLATFORMA.

- **Advocacy:** develop and implement PLATFORMA policy and advocacy strategy; actively promote local and regional government's position towards the EU institutions (Commission, Parliament, Council, and Committee of the regions) and other relevant bodies;
- **Policy analysis:** Pro-actively follow policy and legislative developments in the EU External Action (development cooperation instrument, consensus on development, Sustainable Development Goals, Territorial Approach to Local Development, Urban Policy, EU-ACP Cotonou Agreement, innovative financing...); contribute to conceptual and strategic reflections on the issues and advise on evolutions in the development sector;
- **Policy drafting:** Write position papers, policy updates, briefings, notes, amendments and other documents; collaborate with PLATFORMA partners to plan and conduct research and studies on relevant issues; contribute to PLATFORMA's publications and external communication;
- **Leading PLATFORMA working structures:** plan and organise meetings with partners on specific topics, and with EU institutions; organise European and international events (programme, mobilisation of the network);
- **Representing PLATFORMA and networking:** Participate in relevant meetings and conferences in Brussels and occasionally abroad;
- **Following up the activities of partners:** ensure smooth communication with assigned project partners; monitor closely the progress of assigned partners' activities in line with the foreseen budget; support project partners in the delivery of their own activities;
- **Supporting the preparation** of the narrative progress reports to the EC; participate in the preparation of the financial progress reports if necessary.

### Your profile

- You have at least 3 years' experience in development cooperation and understand the role and functioning of local and regional governments in development cooperation;
- You are perfectly bilingual English-French (both spoken and written skills);
- You have good knowledge of the European Union policy-making and decision-making processes;
- On the human side, you are a positive, reliable and autonomous person, but also keen on working in a team;
- You enjoy being in contact with partners and colleagues as you have strong interpersonal skills;
- You are willing to travel, if necessary, in Europe and/or internationally.

## We offer

- A 2-year contract with possibility of extension;
- A valuable experience with local governments and EU institutions;
- An open, international and flexible work environment;
- A modern and well-situated office in the European Quarter nearby Luxembourg Brussels Station.

## Wishing to join us?

We are looking forward to meeting you! Send your CV and application letter (**one document in French, the other one in English**) telling us about your motivation and interest to [application.platforma@ccre-cemr.org](mailto:application.platforma@ccre-cemr.org) before 23h59 – 10 March 2019. Please put **Project Officer – Advocacy & Partner Relations** in the title of the email. Taking up of the position will ideally take place as soon as possible. Please note that only short-listed candidates will be contacted. More about us: <http://platforma-dev.eu/> - [www.cemr.org](http://www.cemr.org)

CEMR is an equal opportunity employer.

## About CEMR

The Council of European Municipalities and Regions (CEMR) is the broadest organisation of local and regional authorities in Europe. Its members are over 60 national associations of municipalities and regions from 41 European countries. Together these associations represent some 150 000 local and regional authorities.

CEMR's objectives are twofold: to influence European legislation on behalf of local and regional authorities and to provide a platform for exchange between its member associations and their elected officials and experts.

Moreover, CEMR is the European section of United Cities and Local Governments (UCLG), the worldwide organisation of local government.

[www.ccre.org](http://www.ccre.org)